|  |  |
| --- | --- |
| Two_tone_green_apple_with_black_type-CROPPED | Human Resource Services |
| Request for Employee Records |
|  |

*All requests will be date stamped in upon receipt by Human Resource Services (HRS).*

|  |  |
| --- | --- |
|  | Date: |

|  |
| --- |
| Name: |

|  |  |  |  |
| --- | --- | --- | --- |
| Social Security Number: |  |  |  |

|  |
| --- |
| Site/Department: |

|  |
| --- |
| Address: |

|  |
| --- |
| Phone Number: |

|  |  |  |
| --- | --- | --- |
| Please Check One: | 🞎 Current Employee | 🞎 Former Employee |

|  |  |  |
| --- | --- | --- |
| Please Check One: | 🞎 Certificated Employee | 🞎 Classified Employee |

|  |  |  |
| --- | --- | --- |
| Indicate Specific Document: | 🞎 Entire File  🞎 Credential  🞎 Evaluation | 🞎 Transcript  🞎 TB |
|  | 🞎 Other: | |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Employee Signature |  | Date |

**For Human Resource Services Use Only – Record Retrieval**

|  |  |  |
| --- | --- | --- |
| 🞎 BMI document(s) printed/forwarded by CSS to HRS |  |  |
| Director or Personnel Specialist | CSS Name | Date |
| 🞎 Warehouse document(s) retrieved by HRS |  |  |
|  | Name | Date |
| 🞎 Iron Mountain document(s) retrieved by HRS |  |  |
|  | Name | Date |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 🞎 HRS document(s) reviewed by HRS Director or Personnel Specialist and forwarded to CSS; CSS contacts employee for review, as requested. | | |  |  |
| Director/Personnel Specialist Name | Date |
| 🞎 Employee notified by CSS that records are available | | |  |  |
| for review. | | | CSS Name | Date |
| 🞎 Employee reviews employee records; recorded | | |  |  |
| by CSS. | Clock hour reviewed: |  | CSS Name | Date |

*(HRS to retain copy of all pending/completed requests for timely follow-up and closure.)*